



# Custodial Manager

(Capital)

**OUR MISSION...** To provide a clean, comfortable, and safe environment on Capitol Hill.

The Georgia Building Authority (GBA) is responsible for all services associated with the management of 36 buildings and various facilities located in the Capitol Hill Complex in Atlanta, Georgia, including the Georgia State Capitol building and the Governor's Mansion in northeast Atlanta. GBA provides maintenance, renovations, housekeeping, landscaping, food service, event catering, recycling, parking, and building access services to state employees housed in GBA-managed facilities.

Job Information
<b>Job Type:</b> Full Time
<b>Number of Vacancies:</b> 1
<b>Unit:</b> Facilities/Custodial Services
<b>Pay Grade:</b> SWD 16
<b>Hiring Salary:</b> \$39,038.32 - \$48,000.00
<b>Location:</b> Atlanta, GA
<b>Opens:</b> December 4, 2014
<b>Closes:</b> January 9, 2015
(Must be received by 5 p.m.)

Obtain the detailed job description or applicants who require accommodations for the application process should contact

404-463-5664 or e-mail

[hr-email@spo.ga.gov](mailto:hr-email@spo.ga.gov)

*GBA will attempt to meet reasonable accommodation request whenever possible.*

**INTERESTED? Here's What You Need:**

Email **resume** in Microsoft Word/PDF format to [hr-email@spo.ga.gov](mailto:hr-email@spo.ga.gov)

To ensure proper routing/handling of your credentials, copy/paste or type the following in the subject line of your email:

**Custodial Manager**



**Website:** [www.gba.ga.gov](http://www.gba.ga.gov)

Position Overview
<p><b>Duties:</b> Under general supervision, assign, supervise and inspect the work of custodial personnel; performs routine custodial work in an assigned area; and performs related duties as assigned.</p> <p><b>Minimum Qualifications (Agency Specific):</b> Eight (8) years of experience in the custodial services field and three (3) years of supervising experience. Must have a valid Georgia Driver's License and meet the agency's requirements to be an authorized driver.</p> <p><b>Competencies (Agency Specific):</b> Knowledge of materials, equipment, supplies, and practices essential to cleaning of buildings, Hazards and safety methods related to custodial operations. Basic computer skills Ability to plan, estimate, coordinate and schedule the work of a custodial staff; prepare and maintain a variety of basic written records and reports; establish and maintain effective working relationships with those encountered in the course of the work; identify and implement effective courses of action to complete assigned work.</p> <p>.....</p> <p>If applying for a position that requires a degree, an official college transcript must be furnished. Only educational credentials from an accredited institution will be considered. GBA will select the most qualified applicants for an interview; only those selected for interviews will be updated on position status.</p> <p>The selected applicant must furnish the required documentation authorizing work in the United States as well as pass a criminal background investigation and drug screening.</p> <p><b>Due to a large volume of resumes received by this office, we are unable to provide information on your resume status over the telephone. No notifications will be sent to applicants except to those who are selected for interviews.</b></p> <p><b>This position is subject to close at any time once a satisfactory applicant pool has been identified.</b></p>

GBA is an Equal Opportunity Employer and does not discriminate on the basis of color, race, national origin, age, sex, religion or disability.

